NAVAJO COUNTY

JOB DESCRIPTION

TITLE:	Library Automation Technician	**FLSA:**	NE
SERVICE:	Classified	**REVISED:**	08/22/11

Summary: Under general supervision, performs work of moderate difficulty in providing technical support, advice, consultation and evaluation, installation, troubleshooting and maintenance of personal computers and peripheral equipment for the Library District and county public libraries; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates and conducts user training on software and hardware.
- Utilizes the library district's portable computer lab to conduct training sessions countywide for the public and staff.
- Maintains the portable laptop lab and upgrades software as needed.
- Supports and troubleshoots workstations for various member libraries; configuring and maintaining public access and administrative desktop PCs, all-in-one computers, laptops, and peripherals.
- Maintains, and updates the Library District web page in coordination with the Library District Director and the Library District's website developer.
- Obtains quotes and processes orders for library state grants-in-aid technical orders.
- Prepares requisitions, and under the direction of the director, orders equipment and processes invoices.
- Assists with system administration of the integrated library automation system.
- Schedules and runs reports for libraries.
- Gathers statistics on the use of the automation system, web page, and online resources.
- May assist with processing interlibrary loan requests for county libraries.
- Assists with the federal e-rate program.
- Requests quotes from vendors, filling out forms, and tracking reimbursements from the federal government.
- Assists libraries to determine e-rate needs for future years.

Knowledge and Skills:

- Knowledge of applications, capabilities and operation principles of personal computer software and hardware.
- Knowledge of personal computer operating systems.
- Knowledge of various applications including work processing, spreadsheet, PowerPoint programs web page development.
- Knowledge of web page development and online databases.
- Knowledge of website HTML and other languages is beneficial.

- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

Associate's Degree in Computer or Library Science or related field; AND three years experience in computer and peripheral set-up, repair, upgrading and operations; prior training experience preferred; OR equivalent combination of education, training and experience.